



APPLICATION TO MAKE VOLUNTARY CONTRIBUTIONS

Civil Service Retirement System

1. Name (Last, first, middle)		2. Date of birth (Mo., day, yr.)		3. List all other names you have used (Including maiden name, i	
4. Address (Number, street, city, state, and ZIP code)				5. Department or Agency (Including bureau, branch, or division v	
				6. Location of employment (City, state, and ZIP code)	
				7. Title of present position	
8. So					
9a. Do you have any civilian government service during which no Civil Service Retirement deductions were taken from your salary?		<input type="checkbox"/> Yes # <input type="checkbox"/> No		9b. Have you made a deposit to the Civil Service Retirement an Disability Fund to cover this non-deduction service?	
10a Do you have any service during which Civil Service Retirement deductions were taken from your salary and later refunded to you?		<input type="checkbox"/> Yes # <input type="checkbox"/> No		10b Have you made a redeposit to the Civil Service Retirement Disability Fund of the amount refunded to you?	
11a Have you ever made voluntary contributions before and later received a refund of them?		<input type="checkbox"/> Yes # <input type="checkbox"/> No		11b Have you since been separated from the government servic a period of more than 3 calendar days?	
If your answer to question 9b, 10b, or 11b is "No", do not file this application. See Eligibility Instructions below.				Agency Certificati I certify that the applicant is currently employed position subject to the Civil Service	
I hereby apply to make voluntary contributions to the Civil Service Retirement and Disability Fund for the purpose of purchasing additional annuity at retirement and certify that I am currently employed in a position subject to the Civil Service Retirement System or I am an applicant for Civil Service retirement.				Agency address	
				Signat	
				Officia Title	
Applicant's signature (Do not print)		Date		Telepl	

Instructions

Eligibility

1. You may make voluntary contributions **only** if you are an employee serving under the Civil Service Retirement System or a former employee who is an applicant for retirement under the Civil Service Retirement System. You are not eligible if you are serving under the Federal Employees' Retirement System.
2. You must not owe a deposit for non-deduction service or a redeposit for refunded retirement deductions. Application to Make Deposit or Redeposit (Standard Form 2803) may be obtained from your employing agency.
3. If you have taken a refund of voluntary contributions, you must have been separated from Government employment for more than 3 calendar days before you can again make voluntary contributions.

Limit on Contributions

Your total voluntary contributions cannot exceed 10 percent of the total of your basic civilian salary received during your Federal career.

Office of Personnel Management
CSRS and FERS Handbook for Personnel and Payroll Offices
Previous editions are unusable.
This form was electronically produced by Elite Federal Forms, Inc.

See Attached Sheet for More Information

NSN 7540-00-634-4253

Filing Your Application

If you are an employee, you must submit the complete will complete the agency certification box and forward to the Office of Personnel Management. If you are already separated for retirement to be approved, no agency certification is needed, and Office of Personnel Management. Send the application Management, Retirement Operations Center, Boyers, PA application; if you do it will be returned. OPM will send once your application is accepted.

Additional Information

Detailed information regarding voluntary contribut important that you read and understand this inform: information, if needed, may be obtained from the per employed. If this source of information is not avail Management, Retirement Operations Center, Boyers, PA